

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**September 18, 2002**

**5:30 PM**

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Pinard, Shea, DeVries (arrived late)

Messrs.: Virginia Lamberton, Robert MacKenzie, Frank Thomas

Chairman Lopez addressed item 3 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending that a revised class specification and ordinance amendment be approved for the establishment of a Grants Coordinator position.

Chairman Lopez stated this is the position we talked about during the budget process.

Mr. MacKenzie stated this would be coming out of HUD funds, would be eligible for at least a year for funding from HUD. I think the expectation is that if we raise enough grants in the future the position would be paid through the grants and not through normal operating expenses and salaries.

Alderman Shea asked can you tell us what type of HUD funds will be used to pay for this.

Mr. MacKenzie replied federal funds, Community Development Block Grants.

Alderman Shea stated this would include salary, transportation and benefits.

Ms. Lamberton stated we can guesstimate the lowest level of benefits.

Alderman Shea stated there's enough money from the grant to cover.

Mr. MacKenzie replied I believe so because it wouldn't be a full year. There was \$60,000 allocated in CIP, I'm not sure what came out of the final grade.

Ms. Lamberton replied a Grade 18.

Alderman Shea stated in the event for whatever reason that the right person doesn't come along can it be used.

Mr. MacKenzie stated yes it could be used to HUD eligible activities.

Chairman Lopez stated the grant is good for how long, one year and is it renewable.

Mr. MacKenzie replied these types of programs are renewable with HUD monies but I would expect accessible programs going out and getting other federal grants to charge to those programs and in the future paying for the program and we wouldn't be using CDBG monies.

Chairman Lopez stated so in the 2004 budget we are not going to see that except for the grant money for that position.

Mr. MacKenzie stated some departments have their own people we would just provide technical information, map and demographic data...there are other grants though that the City hasn't gone after in the past just because it's time consuming (i.e., grant writing and follow-up with agencies) and meet all of the requirements.

Alderman Shea asked who would make the selection.

Mr. MacKenzie replied it would come through HR and they would pre-qualify people and then our department interview (probably myself).

Alderman Shea stated how does this affect the no new hiring policy.

Mr. Lamberton replied when we say "no new hires" we're referring to the general fund only. So, Airport, Water, federal grants are not included.

Chairman Lopez stated just so we have a clear picture of this grant writer...I'm sure the question is going to come up...is this all he is going to do, is he going to work with departments or is he going to do other things in Planning.

Mr. MacKenzie replied in this case he would only be doing grant writing and providing grant writing assistance to Parks & Rec, Police Department, Office of Youth Services and also work on special grants that come out on special occasions, so that is all the person would be doing.

Chairman Lopez asked would you foresee that he would be the person to coordinate and a complete report of all of the grants we have in the City.

Mr. MacKenzie replied he would work with the Finance Department, Finance puts out a monthly report on federal grants and this person would help ensure that all of them are listed and input them into HTE if necessary.

Alderman DeVries stated you mentioned a few departments he will be working with, will he also have the ability to work Fire (he or she) on homeland security grants, so it's not an expertise that will be missed.

Ms. Lamberton stated if you look at the class specification you'll see under the minimum requirements it says "six years of experience in grant/loan applications preferably in a government or non-profit work environment." It's not saying in housing or leasing, so hopefully you'll get a good general sense because there's a real knack to that grant writing.

Alderman DeVries stated I understand that just as important to the ability to write the grant is the ability to lobby it, is that planned for this individual.

Mr. MacKenzie replied yes I'd anticipated that a lot of the special grants we have to work with our congressional delegation.

Alderman DeVries stated you will be seeking an individual in that respect also.

Mr. MacKenzie replied yes.

On motion of Alderman Sysyn, duly seconded by Alderman Pinard, it was voted to approve the revised class specification and ordinance amendment for the establishment of a Grants Coordinator position.

Chairman Lopez addressed item 4 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending that a revised class specification, new grade level and ordinance amendment be approved for the Public Works Dispatcher positions.

Chairman Lopez stated the only comment I have to say on this is that when the request came in I had the impression that the computers was a major thing between the Highway Department and the Police Department and the Fire

Department and when I was told that the level of responsibility (and I'll let Ginny speak to that) and after reviewing it myself the responsibility (in my opinion) is there.

Ms. Lamberton stated when I first got this request I figured that there wasn't going to be a change...whenever you get requests you look at it real quick and wonder which is why we go through the elaborate process we go through and that's filling and doing what we call desk audits and verifying duties and what I try to do is in addition to speaking to the individuals who are dispatchers at Highway we went and talked to Fire dispatchers as well as Police dispatchers because you want to be fair and you want to make sure you understand everything you possibly can and Christine Martinsen did the field audits and came back and said there is no way I can recommend anything other than to make them all equal and I had the same reaction, you're kidding me because the task to become a police and fire dispatcher is really complex but once you get on the job the jobs have equal levels of responsibilities it's just that their expertise is in different areas and consequently I think we have an obligation to pay them equally.

Alderman Pinard moved to approve the revised class specification, grade level and ordinance amendment for the Public Works Dispatcher positions. Alderman DeVries duly seconded the motion. There being none opposed, the motion carried.

Chairman Lopez addressed item 5 of the agenda:

Ordinance Amendment:

“Amending Section 33.012 Maintenance of Plans of the code of Ordinances of the City of Manchester by deleting language referencing maintenance of class specifications from Section (A) Responsibilities of the Human Resources Director.”

Chairman Lopez stated this item was referred back to committee by the Committee on Bills on Second Reading and I think we have to receive and file this because Tom Clark called and informed me that this is a responsibility of the Board of Mayor and Aldermen and we can't delegate our responsibility to the HR Director even though it could be an administrative change, it's still the responsibility of the Board of Mayor and Aldermen and it would be against the law for us to do anything other than go through the process. In saying that and researching it he thought what we could do would be an administrative change and it was something that was going to be delayed for thirty (30) days or something

like that we could coordinate with the committee and get a telephone poll for administrative changes if need be, otherwise we would have to go through the procedures of changing the ordinance and we just can't delegate our authority to the HR Director.

Alderman Shea moved to receive and file ordinance amendment Section 33.012 Maintenance of Plans. Alderman DeVries duly seconded the motion.

Alderman Shea asked what are we actually focusing on with this?

Ms. Lamberton replied you know what's a very easy example is if we go back to the very first item (Grants Coordinator position)...this title already exists at the Police Department, so throughout the class specification it says "responsible to research and find grant programs"...the word "police" was scattered throughout this job classification...then we have the Mayor and Bob MacKenzie come along and say we've got authority to hire a generic grants coordinator and they did that a couple of months ago and by the time they putz around with it and give it to me, so how many months have gone by...if I had just had the authority to take "police" out, not change the title, not change the grade...I think that would make things more efficient; that is all I was asking for so I could update things when people have those requests. So, what we've done now is we have this 9231 which is a grants coordinator but there is a 9230 which is the police grants coordinator, so it's just kind of inefficient in my opinion. That is all I was trying to do is change the language based on the needs and I was also concerned if we don't keep things up-to-date and revise them then you're going to spend another half-a-million dollars to hire somebody else to do it.

Alderman Shea asked why is it illegal?

Chairman Lopez replied it's illegal because classifications are established by ordinance and in order to go through and change any job classification it has to go through the process of the Board of Mayor and Aldermen...the Board of Mayor and Aldermen can't take the responsibility and give it to somebody.

Alderman DeVries asked what can we do that would address Ginny's concerns and still be within the legal parameters.

Chairman Lopez replied I think we could, as a committee, and Tom hasn't given me the okay on it...we could as a committee make it a policy (administrative change). If, for example, if something were to be rushed like this grants

coordinator and the only thing that she was removing was “police” we could make a phone call and say we have an administrative change, she wants to change it, is it okay for her to remove the word “police” out of the classification.

Ms. Lamberton stated it just seems as though it’s a slow process to me.

Chairman Lopez called for a vote on the motion to receive and file. There being none opposed, the motion carried.

Chairman Lopez addressed item 6 of the agenda:

Communication from Maurice Daneault, Executive Director of the City’s Retirement System relative to Ordinance 33.011 (Retired Employees; Policy on Rehiring).

Ms. Lamberton stated perhaps you remember that a couple of months ago there was a request to allow retirees to come back to work at no more than 20 hours per week, etc. and you all approved that unanimously and then the Finance Department is not happy about that and we ended up in the Mayor’s Office for hours discussing it and then in the middle of that I finally said I’ll pull it from the full Board because the meeting was that night and we’ll discuss it further. Well, in the interim Maurice Daneault who is the Executive Director of our Retirement System had faxed me this letter late in the afternoon when he thought it was going to be on the agenda and what he told me was that employees that are hired or individuals who are hired for 20 hours or more per week are in the Retirement System. So, with the language I had there was a problem because I said 20 and 20 and what Maurice was saying to me is that the City needs to decide because remember the City also has a contribution and what I’m thinking is that for this and other reasons that you really need (as a City) to decide what constitutes eligibility for retirement and health insurance and to take time off, you really need to define what type of employees we have and then everything else will fall into place. That was one of my first questions when I got here, I was getting a little confused...what kind of an employee is this...well, do they get vacation time...and this really gets confusing so maybe you can start thinking about it and I think I drafted up or somebody drafted up...I have some draft definitions that staff in HR had done before and maybe we can just talk about it over time.

Chairman Lopez asked do we know how many employees that do 20 hours a week are in here.

Ms. Lamberton replied I can find that out.

Alderman DeVries asked is there any contract language that addresses part-time employees as well that we might need to correlate with...

Ms. Lamberton interjected by law part-time laws are not allowed to be in the union but it is a good point and I will check that out also.

Alderman DeVries stated I am thinking the AFSCME might with some of the cafeteria workers.

Ms. Lamberton stated if we define 30 hours a week as a full-time job then that kind of gets you around it.

Alderman Shea asked is 20 hours...in other words is that the only criteria, 20 hours or is there any other...

Ms. Lamberton interjected it wouldn't be somebody hired for the summer and it wouldn't be somebody hired for a project. The people who are working, like your security officers here, they are mostly hired for 20 hours a week or more so they are contributing to retirement.

Alderman Shea asked if they only worked 19 hours they wouldn't. Is 20 the magic number? Is that what you are saying?

Ms. Lamberton answered yes. Twenty hours and up.

Alderman Shea asked and they have to work not on a three month basis temporary but on a full year so 20 is the magic number.

Ms. Lamberton answered yes.

Alderman Shea asked if somebody worked for the School Department and I will give you an example, Nancy Tessier. She worked for the School Department and she retired. She was drawing benefits from the State but she didn't claim those benefits. She just got paid on a per diem basis. Is that possible for someone to say look I am getting benefits from the City here but I also want to be...can they sign some kind of contractual agreement where they say look I don't want the benefits or I don't want to contribute to the City retirement...you know I don't want to jeopardize any kind of benefits that I am getting I just want you to pay me whatever I am entitled to.

Ms. Lamberton replied I am going to guess because I am not a lawyer but since there aren't any rules and there is no definition I would think yes they could do that. The auxiliary police aren't contributing to the retirement system.

Alderman Shea stated I guess there may be some type of stipulation.

Ms. Lamberton replied we did that. We set that up right from the beginning.

Alderman Shea asked so why wouldn't that be possible with the guy who has been on the force 20 years.

Ms. Lamberton replied maybe it is. I want us to think about it. That is why I put it out. You have to think of all the different situations so at some point we probably should define it. I asked Maurice well it is your retirement system so why don't you define it and tell us who you are going to let us send down there. He said that the Board of Directors weren't interesting in defining that. I am thinking that we have other employees...you know some people get health insurance and it is 40 hours or nothing. There are some people who think we should prorate the health insurance. If somebody is working four days a week why can't we let them pay a certain amount? There are lots of different things to think about.

Chairman Lopez stated it is like everything else in the City. It was developed a long time ago and that is it. I can give you an example of how you get around this. At the Post Office if you go 89 days and you don't go to that 90 days they give you a day off and rehire you so you don't get any benefits. The thing I am really interested in is health insurance for part-time employees. What does it mean "health insurance for all employees full-time with the exception of part-time AFSCME help."

Alderman DeVries replied those are the school cafeteria workers.

Ms. Lamberton stated Mark Hobson drafted that. All I did was bring it forward to think about. I believe in their last contract negotiations they were granted health insurance.

Chairman Lopez stated I think it is something that should be addressed.

Ms. Lamberton replied I agree. I think we should look at it.

Alderman DeVries asked for this one employee that was hoping to be hired, should we address the provisions that you pulled from the full Board and maybe bring it back to 19. I guess that is killed by this.



Ms. Lamberton replied I don't know that anyone wanted to hire him. He was the one who was upset and I understood his complaint and I agreed with his logic.

Alderman DeVries asked so with the hiring freeze do you think we have time to work this out.

Ms. Lamberton answered yes. I think we can look at it very carefully. There will always be different circumstances.

Chairman Lopez asked is this something you will be looking at, Ginny, and make a presentation at a later date.

Ms. Lamberton answered I can. I put it out there to kind of force the issue. I will work with some of the department heads and we will come up with some proposals for you later on but just be ready.

Alderman Shea asked do we need to take any action on this.

Chairman Lopez answered it is just for discussion. We don't need to take any action.

Alderman DeVries asked what about the other item that got pulled. Is it on the full Board's agenda?

Ms. Lamberton answered no it is not. It never got there.

Alderman DeVries asked does that need to be received and filed or anything. The 20 hour proposal that cleared this.

Deputy Clerk Piecuch answered it could be on the Board agenda as a tabled item. If you pulled it and it went through and passed the Committee it will have to go to the Board at some point.

Ms. Lamberton replied it did. It was on there that night and my commitment had been to pull it but I don't know...

Deputy Clerk Piecuch interjected if it was pulled I will check on it and what will happen is it will be a tabled item on the Board agenda and you can pull it off and receive and file it at the next meeting.

Chairman Lopez addressed item 7 of the agenda:

New Hire/Termination Report submitted by the HR Director for informational purposes only.

On motion of Alderman Shea, duly seconded by Alderman Pinard it was voted to receive and file this item.

### **NEW BUSINESS**

Ms. Lamberton stated I apologize for this. This was on my desk and I neglected to get it on the agenda and I take full responsibility for that. I will hand out copies. It is a request from Frank Thomas. As you can see, with the budget cutbacks Frank Thomas is trying to think of more efficient ways to do business so as the letter states instead of having a crew of three people on the garbage trucks or refuse trucks downtown he is going to have two. In order for the staffing pattern to work out he needs to take one refuse collector, grade 12 and reclassify it as a refuse truck driver, grade 14 and then fill it. He can then re-establish his pattern for the garbage truck.

Alderman DeVries asked dropping it from a three man crew to a two man crew.

Ms. Lamberton answered correct. Attached to that he did some financials up and he is saying it will save money in the long run. He is next door if you want to speak with him.

Alderman DeVries asked so he is only looking to change one position not all of them.

Ms. Lamberton answered yes.

Chairman Lopez stated I think it is a good idea to get Frank in here so we have it on record. He did talk to me and he does have some points that should be brought up so that we are all aware of what is going on when this comes before the full Board.

Alderman Shea stated when I worked on a dump truck there were three guys and now there are only two guys and he wants one guy downtown with a driver.

Chairman Lopez replied there are three and he wants to drop it to two.

Alderman DeVries stated he wants them both eligible to be drivers so they can switch if they get tired of throwing barrels.

Alderman Shea stated when I used to throw barrels there were three guys throwing barrels.

Chairman Lopez stated, Frank, some of the conversation that you and I had I think should be shared with the rest of this Committee.

Mr. Thomas stated let me start from the beginning a little bit. A few years ago we were required to bid solid waste services. When we did that we had a joint bid put together between management and union against Waste Management in Year 5. Part of our overall proposal limited the amount of personnel that could be allocated to solid waste services. If a crew of three men were not around because of accident, vacation or what not, we would send out a two-man truck. If a two-man truck went out because you know have one less person doing the work and the idea was to fluctuate the laborer on the back to a driver and then they would switch off during the course of the day so you wouldn't have one person working picking up trash the entire day. That is where the philosophy came from. In addition, in the downtown we had a pilot study one time where the City bought a side loading truck and it was really only feasible to have two men on the truck. Again the same premise was proposed to have both of them graded drivers so they could switch off and one could be driving while the other guy was putting trash inside the loader. When the Mayor asked us to look at ways of cutting our budget we looked at ways that first of all made sense both from an operational point of view, from a PR point of view and from a laborer point of view. The downtown has quite a few toters now. It is a toter area. There are still boxes put out and other trash containers but there are a lot of toters, those 90 gallon toters and we have a truck retrofitted to dump it. What we felt was let's adjust our downtown route so that a two-man crew could focus in the downtown area with seven day a week collection. I sat down with the unions because we didn't want to create a big uproar. I said to the unions I have to come up with proposals and this one makes sense for me. We have the toters and quite frankly having a three man truck working the downtown with all those toters just doesn't look good. I got the union to agree...not that I have it in writing from them but I got a verbal commitment that they would go along with this without making any waves and the calculation that we put together shows that there is a savings of approximately \$38,500. This savings is over and above the increase in two pay grades to that one employee who is going to be working downtown. Again, they will be switching off. That crew also instead of just toters they also empty the trash containers in the downtown and go out into other areas abutting the downtown. They put in a full day's work.

Alderman Pinard moved to approve this request. Alderman Shea duly seconded the motion.

Alderman DeVries stated you said that you already approached the union and you have a verbal agreement that they won't make waves now what happens if now that they are at an impasse...I would assume it would have to be formally put into the contract.

Mr. Thomas replied no I don't think so. This is...we do have a written agreement that hopefully Dave Hodgen has somewhere that we worked out when we put together this bid because there were a lot of unique things done like pack up and go home. We never had that. The commitment on the union for limited staffing. By the way, that crew from the time we put in the bid, the amount of trash they are picking up a year has gone up 25% with the same number of people and the same number of vehicles. In one respect you can sit back and say those crews are doing 25% more efficient work, which I think is great. The bottom line is we don't need a formal agreement. I think a handshake is alright on this and obviously if they don't contest anything, no problem.

Alderman DeVries stated the downtown, if I remember, is actually a defined area.

Mr. Thomas replied that crew does go out of the downtown. We are kind of adjusting the boundary lines a little bit right now.

Alderman DeVries stated the last comment that I have is in case we are asked by other individuals is you noted the savings of \$38,000 above and beyond the pay increase. Probably not considered in that would be the additional savings that was recognized in workman's compensation because there probably will be less injuries or there are health insurance savings...

Mr. Thomas interjected the whole program that we are promoting is aimed in that direction. Alderman Lopez and I had quite a discussion on where this could be leading us in the future.

Chairman Lopez called for a vote on the motion to approve the proposal from the Public Works Director to reduce the complement by one Refuse Collector and change one Refuse Collector, Grade 12 to a Refuse Truck Driver, Grade 14. There being none opposed, the motion carried.

Alderman Shea asked are we any closer to the Harrington HMO thing.

Ms. Lamberton answered thank you for bringing that up. You told me to get this done so with Jack Sherry and Group Management the woman flew here on July 29

and then she was supposed to go home and come back with matching up providers. Do you know what I have as of today? Do you know how many e-mails I have sent there and phone calls? It is incredible. What I actually did is I took their book of providers and had one of my employees actually sit there and go through the two books and check off the matches. There are not even 50%. We are saying to her how are you going to get that other 50%+ because I can't tell that to the City and then we don't hear from her. Then she blames Anthem, which in part she can. She claims that the quickest way for her to do it is to get the tax identification number for the physicians and then they can run these computer runs rather than doing what I did. Anthem is saying no that is confidential. To a certain point I agree with that. We are all held to a confidential standard and what is Anthem going to do with that after they have done their percentage runs? Anthem...you know we have had overkill on confidentiality also. It is like pulling teeth with them. Anyway she claimed she was going to have information to us as of last week. I have quite a track record with her. I don't think they can help us. You know how Jack Sherry was saying that one night how you could save over \$1 million. When now he is saying I guess maybe I was on a roll. I felt like saying how can you save \$1 million. We don't even pay \$1 million for the administrative fees and everything else is claims. There is no way. Now do I think that in the long run we are going to save money? Obviously by chipping away at it and chipping away at it.

Chairman Lopez stated I think it would be beneficial for you at some point soon to write a letter to the Board and explain the situation and the problems you are having so that come October or November somebody doesn't say well where is our report.

Ms. Lamberton replied I agree.

There being no further business, on motion of Alderman Pinard, duly seconded by Alderman DeVries, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee